Faculty Handbook

Centenary College of Louisiana

AUGUST 1970

APPROVED BY THE FACULTY, 1969

BY THE PRESIDENT, 1970

AND BY THE BOARD OF TRUSTEES, 1970

The first edition of the Faculty Handbook was published in 1958; subsequent editions were published in March 1963 and December 1966. The current edition is the first under the new Constitution and By-Laws of the Faculty of Centenary College, adopted in the Spring of 1969.

Subsequent revisions will be prepared by the Committee on Faculty Organization, in consultation with other appropriate committees, especially the Faculty Personnel Committee.

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SECTION 1. THE COLLEGE

Centenary College of Louisiana, established in 1825 in Jackson, Louisiana, is the oldest liberal arts college west of the Mississippi River. Since 1908, it has been located in Shreveport. Related to the United Methodist Church, Centenary has a cosmopolitan and ecumenical outlook which encourages intellectual freedom in both faculty and student body.

The value of the endowment of the College is one of the highest among small, private liberal arts colleges in the country. Continuously increased endowment and regular fund campaigns will provide salary increases for an already excellent teaching staff and the means for continuous recruitment of competent teachers.

Centenary College is accredited by the Southern Association of Colleges and Schools, and is affiliated with the American Association of Colleges for Teacher Education. The Chemistry Department is approved by the American Chemical Society, and the School of Music is accredited by the National Association of Schools of Music. The College is a member of the Association of American Colleges and of the American Council on Education, and its alumnae are approved for membership by the American Association of University Women. In addition, the College maintains membership in a variety of other organizations concerned with special functions of higher education. There is on campus an active chapter of the American Association of University Professors (AAUP), to which about two-thirds of the Faculty belong.

Centenary offers four-year programs leading to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Music. The College also has a "three-two" program in liberal arts and engineering in cooperative agreements with Columbia University, Louisiana Polytechnic Institute, Texas A & M University, and the University of Arkansas; this program enables students to earn degrees from both Centenary and the chosen engineering school. Pre-professional programs are offered for students intending to enter dentistry, medicine, law and theology.

The College has an unusually beautiful campus, on which landscaping, gardens, and fountains follow the contours of the rolling land. The master-plan for the campus is realizing completion, and the main buildings now include sixteen air-conditioned structures, most of which have been built since 1948; a new faculty-administration building and a new physical education and athletic center are being added. Related buildings include a band shell and Greek theatre, fraternity and sorority houses, modern religious centers, and maintenance facilities. The student union building includes a complete book store, facilities for student entertainment, offices for student government and student publications and an excellent faculty lounge.

Centenary intends to maintain a small, limited enrollment so that its resources may be used in the

pursuit of quality rather than numbers. Although the majority of its students come from Louisiana, Arkansas and Texas, in recent years 35 states and several foreign countries have been represented. Small classes and close student-teacher relationships are the norm at the College. The full-time faculty numbers about 75, over half of whom hold earned doctorates. The Centenary faculty is close-knit, student-oriented, and professionally active. Centenary is interested in capable students, regardless of their economic status, and administers over $400,000 in scholarship, grant-in-aid, and work-study funds to more than one-half of its full-time students. Many Centenary alumni are able to attend graduate schools by winning teaching and research assistantships; others have done so by winning such nationally recognized awards as National Defense, National Science Foundation, Rhodes, Woodrow Wilson, Danforth, Rotary, and Masonic fellowships.

Centenary is located in Northwest Louisiana in an area known as the Ark-La-Tex. Already the hub of this tri-state region in agriculture, trade, and industry, the Shreveport area is constantly expanding as a medical center, including the new LSU Medical School. Its hospitals and medical teaching facilities promise to continue to grow. Centenary has contributed heavily to the ranks of the professions in the Ark-La-Tex, particularly in medicine and teaching, and to business and agriculture. The College serves the community with an evening school staffed with competent faculty. Centenary's Center for Management Development provides valuable service to the business community through consultation, research, and regular seminars. The science faculty of Centenary has long functioned as an information center for members of this community. Similarly, other departments contribute regularly to the cultural and religious life of Shreveport and environs. Lectures, art exhibits, concerts by its famous choir, band concerts in the summer, and productions of a wide range of drama—all in excellent facilities—make the College a focal point for the culture of the community.

The great natural resources of Northwest Louisiana are important not only industrially but recreationally. Its lakes and forests offer many opportunities for camping, swimming, hunting, and fishing, and many of the College's faculty members avail themselves of the facilities in the area.

SECTION 2. THE PURPOSE OF THE COLLEGE

In 1964 the Faculty adopted the following statement: "As a church related college, Centenary seeks to provide liberal arts education for students capable of intellectual leadership and for all who can benefit from study in an academic community where excellence is encouraged and individuality is respected. The College purposes to challenge its students to serve society by exemplifying the highest Christian ethic; to provide them with a basic understanding of human affairs and problems; to equip them to think clearly, honestly, and

constructively, and to communicate effectively; and to introduce them to the arts and sciences, that they may enjoy the best of the heritage of civilization. By requiring a field of major concentration, the College prepares students for education beyond the baccalaureate degree as well as for immediate participation in an increasingly complex society."

SECTION 3. ACADEMIC FREEDOM

Centenary College has a strong tradition of intellectual freedom. It subscribes to the following statement of the General Conference of the Methodist Church in 1952: "Our role is not to suppress ideas, but to open channels of communication, so that men can come to know the thoughts of their neighbors, and so that the best thoughts of all men can come to be the possessions of all mankind."

The College is committed to the 1940 statement of the AAUP relative to academic freedom: "The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject." The teacher at Centenary should be cognizant of the aims of the College as stated herein, and be in sympathy with these aims.

The AAUP 1940 Statement of Principles emphasizes the freedom and the responsibility of the faculty member:

"The college . . . teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, he should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman."

These principles apply both to tenured and to non-tenured faculty members.

SECTION 4. FACULTY ORGANIZATION

The Faculty is organized under a constitution and a set of by-laws, adopted in the Spring of 1969; these documents formalize regular faculty meetings, academic departments and divisions, and a committee structure. The Faculty exercises its legislative function in its meetings, presided over by the President of the College, or at his request by the Dean of the College or another member of the Faculty. Only members of the full-time Faculty and certain other designated persons may vote. *Robert's Rules of Order, Revised* is the parlia-

mentary authority. The constitution defines "faculty," provides for a Secretary to the Faculty, defines areas of responsibility for the academic program of the College, and makes other such provisions as are necessary for faculty organization. The by-laws establish this Handbook, provide for a separate handbook on the committee structure, stipulate procedures for meetings, and detail the academic divisional structure of the College.

Besides the Secretary to the Faculty, the Faculty elects from its membership (1) the Faculty Personnel Committee; (2) the Economic Policy Committee; (3) any necessary representatives to other college committees; and (4) such other persons as might be needed to carry on the business of the Faculty.

Special areas of faculty organization that are described further in this Handbook are the Faculty Personnel Committee (Section 8), the Faculty Club (Section 17), departments (Sections 6 and 16), and divisions (Section 7).

SECTION 5. DUTIES OF FACULTY MEMBERS

All faculty members shall be present for the Pre-Registration Conference prior to the opening of the fall session, and shall continue on duty throughout the academic year, including the Commencement exercises but excluding official College holidays. For the Commencement exercises and for College convocations, each faculty member must provide his own academic regalia.

The responsibilities to the College of a full-time member of the faculty are held to be fulfilled when he carries a teaching load appropriate to his rank and program, and when he performs an appropriate amount of scholarly research or its equivalent, public service, and College committee work. Each faculty member shall designate certain hours when he will be available in his office for consultation with students; he shall post his schedule of office hours in a suitable place and should adhere to it as closely as possible. Full-time faculty members may carry on some professional or business activities of an income-producing nature, so long as such activities are compatible and not in conflict with College interests. The Dean of the College should know and approve of these activities outside the College. Teaching at another educational institution is not permitted without the approval of the Administration.

Each faculty member is expected to maintain an attitude of loyalty to the fundamental principles and the government of the College, to promote its moral and ethical tradition, and to work towards the fulfillment of the purpose of the College. Each faculty member is expected to meet his classes regularly and on time, and to inform the chairman of his department if he must miss class.

Attendance at faculty meetings is expected. For "areas of responsibility of the Faculty," see the Constitution of the Faculty of Centenary College of Louisiana; for committee functions, see the handbook "The Committee Structure of the Faculty of Centenary College."

SECTION 6. DUTIES OF DEPARTMENT CHAIRMEN

A. GENERAL PRINCIPLES

The chairman of the department assumes responsibilities of departmental governance consistent with the principle that he serves as a chairman of a staff of scholars involved in a common discipline. He is responsible for the general administration and supervision of matters relating to the department. As administrative officer for the department, he is directly responsible to the Dean of the College. As a scholar, he is expected to participate in scholarly activities pertinent to his discipline. He is expected to give leadership and develop planning for the department.

B. INTRADEPARTMENTAL RELATIONS

The chairman shall call regular departmental meetings (at least three a semester), and should encourage free discussion of policies and problems of the department. He shall confer with his department on the departmental budget, the revision of course listings, the revision of course contents, the recommendation of schedules, and the securing of supplementary teaching materials, such as audio-visual aids. He shall confer with individual department members on such matters as the courses they will teach and their scheduling, and the selection of textbooks and laboratory manuals. He is responsible for counseling with new members on procedures and duties. The chairman shall make necessary arrangements for substitutes when a faculty member cannot meet his classes. He shall arrange for equitable work loads for his staff, taking into account each member's contributions in research, consulting, scholarly publication, committee activity, pertinent off-campus activities. He should encourage research or other scholarly activity, suggest ways for improvement in teaching, evaluate departmental work, promote experimental programs, and assume general responsibility for the welfare and morale of the department.

The chairman of the department is responsible for developing a strong library collection to undergird the teaching and research in his department. Orders submittted by individual members of a department should be approved by a designated member or committee of the department, and in general the departmental policy on library acquisitions should be consonant with the procedures outlined in Section 16 below.

C. ADVISING OF MAJORS

The chairman of the department or some designated member of the departmental staff shall advise each student majoring in the department on his choice of courses (including approved electives), and shall check degree plans of students majoring in his department to make sure that all degree requirements are being met. His approval is needed on any special programs added to the degree plan, such as plans for summer school courses, study abroad, or supplementary programs.

D. FACULTY RECRUITMENT

The chairman of the department, in cooperation with the Dean of the College, has primary responsibility for recruitment of new members for the department. It is also his responsibility to secure the advice of the Faculty Personnel Committee with regard to new appointments. His recommendations for appointments should reflect full consultation with the members of his department. (See Section 13 [C] for additional information.)

E. REPORTS

The chairman of the department shall consult with the Dean on any personnel changes, such as promotions, load-adjustments, retirement, or release. Following conferences with individual members of his department, the chairman shall submit written recommendations concerning personnel to the Dean as early in the academic year as possible and no later than January 1; such conferences shall concern the faculty member's professional progress and status, and his plans for the future.

He is responsible for making recommendations to the President concerning requests by members of the department for leaves of absence.

The chairman of the department shall submit an annual written report to the Dean on the state of the department no later than April 1. This report shall include a summary of professional activities of members of his department, any special or experimental projects undertaken or planned, a report on the teaching and research activities of the members of the department, a statement on the departmental budget, and any other significant aspects of the department's work.

Following conference with his staff, the chairman of the department shall submit recommendations for the departmental budget. His approval is needed for all expenditures charged to the departmental budget. He is responsible for the maintenance of inventory and protection of equipment and supplies purchased for the department.

F. TEACHING LOAD

If necessary the chairman, in consultation with the Dean of the College, should limit his own teaching load so that he may effectively fulfill his responsibilities.

SECTION 7. DIVISIONS, AND DUTIES OF DIVISION CHAIRMEN

The three academic divisions are the Humanities, the Natural Sciences, and the Social Sciences; departments within the divisions are indicated in the by-laws to the faculty constitution. Division chairmen are elected by members of the divisions for terms of office decided upon by the divisions. The divisions have only a liaison relationship with the departments and have no administrative authority. The divisions are charged with the distribution of the divisional travel budgets, the

advising of divisional majors and the approval of their degree plans, the election of divisional representatives to certain committees, and such coordination of schedules, courses, and budgets as seems feasible to the members of the division. The chairmen of divisions are charged with the advising and approval of divisional majors and the approval of requests for travel reimbursements.

SECTION 8. FACULTY PERSONNEL COMMITTEE

A. PURPOSES AND RESPONSIBILITIES

The functions of the Faculty Personnel Committee shall be to advise and consult with the President and the Dean of the College on matters relating to faculty personnel, and to be available at all times to receive the petitions of faculty members. In making recommendations the members of the committee shall be representatives of the Faculty rather than of department chairmen. On its own initiative or at the request of the Administration or department chairmen, the committee shall make recommendations to the Administration with reference to appointments, reappointments, promotions, tenure, dismissals, and retirement; in the event that a member of the Faculty Personnel Committee is eligible for promotion, he shall recuse himself during consideration of his case. The committee is not obligated to review all candidates for new appointments, and specifically will not review candidates for the rank of instructor.

If it is not possible to confer with the committee, the Administration, for rare and compelling reasons, may grant tenure without consultation to newly appointed faculty members; such cases may include personnel who have tenure or who have served the required probationary period or major part thereof in other institutions.

The committee, or those members who are not in the department involved, shall be consulted in the appointment of department chairmen, and shall make recommendations in cases of retiring or superannuated department chairmen.

Within its abilities, the committee shall be concerned to encourage professional competence and the continuing improvement of the Faculty it represents.

B. SELECTION AND COMPOSITION OF COMMITTEE

The Faculty Personnel Committee shall be composed of six members of the full-time faculty who shall hold tenure in the ranks of associate professor and professor. No administrative personnel other than departmental chairmen are eligible for membership on the Faculty Personnel Committee. Two members of the Faculty shall be elected each year to serve for terms of three years. In the event of unfilled terms, faculty members shall be elected for partial terms to fill out the unfulfilled terms.

No faculty member shall serve more than six years consecutively. If a faculty member has served two full terms, he may be elected to a third full term if three years have elapsed since his last service; and he may be elected to a fourth full term if three years have elapsed after his third term. No faculty member shall serve for a total of more than twelve years, and no faculty member shall be elected to a full or partial term if he will not be able to fill that term because of retirement or similar reason.

Nominations for the committee shall be made each year at the regular March meeting of the Faculty under procedures set up by the committee, and elections shall be held at the regular April meeting. Nominations and elections shall be by secret ballot, with a majority of the votes of those present at the meeting necessary for election.

The committee shall determine and select its own officers. On any matter of concern to a particular department, the chairman of that department may be invited to meet with the committee, but does not become a voting member of the committee.

SECTION 9. CONTRACTS AND TENURE

Written contracts covering the terms and conditions of employment shall be issued by the College annually by March 1. The contract period shall extend from the Pre-Registration Faculty Conference through Commencement (the normal academic year). Faculty salaries are paid in either nine or twelve equal monthly installments, on the twenty-fourth day of the month. Faculty members are expected to return annual contracts within 21 days of their receipt. Contracts not returned within this time are considered to be rejected. Those who sign annual contracts are expected to be bound by the provisions of their contracts. In unusual circumstances, a faculty member may ask for a waiver of this requirement, but he is expected to conform to the decision of the Administration on this point. Separate contracts shall be issued for the summer term.

Tenure recommendations may originate with departmental chairmen, the Faculty Personnel Committee, or the Administration.

Centenary College subscribes in principle to the 1940 Statement of Principles of the AAUP relative to academic tenure.

Beginning with appointment to the rank of full-time instructor or a higher rank, the appointee shall serve a probationary period not to exceed seven years, including within this period full-time service in all institutions of higher education; except that when, after a term of probationary service of more than three years in one or more institutions, a faculty member comes to this institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended

beyond the normal maximum of seven years. A person is not usually considered for tenure until his third year of service at Centenary; tenure is never automatic. Full-time administrative personnel with academic rank are not necessarily given tenure; therefore, the normal probationary period does not apply.

Before tenure is granted a faculty member on probationary status, the College Administration shall confer with the other members of his department and with the Faculty Personnel Committee. Letters notifying faculty members of tenure appointments shall not be offered without prior approval of the Board of Trustees. Once tenure has been granted a person, all subsequent contracts with that person, except as provided herein, shall state specifically that the teacher is on tenure. If a faculty member will not be given tenure at the end of his probationary period, he must be so notified by September 1st of the final year of that probationary period.

Notice of nonreappointment, or of intention not to recommend to the Board of Trustees the reappointment of non-tenured faculty, must be given in writing in accordance with the following standards:

(1) not later than March 1 of the first academic year of service at Centenary, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination;

(2) not later than December 15 of the second academic year of service at Centenary, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;

(3) not later than September 1 of the third or subsequent academic year of service at Centenary.

Honorably retired faculty members of other institutions may be employed on a year-to-year basis; if they are not to be continued in service, notice shall be given three months prior to the expiration of the contract period. In cases of protracted illness after retirement age, the College will be relieved of financial obligation from the time at which a person's inability to return to work is determined. (See also Section 12, Retirement.)

All other faculty appointments are on a tenure basis, and service shall be terminated only for adequate cause. Teachers on continuous appointment who are dismissed for cause, except in cases of moral turpitude, shall receive their academic year salary for the year after the termination of the contract period in which they are notified of dismissal, whether or not they are continued in their duties at the institution.

If a tenure appointment is terminated because of a financial exigency, the released faculty member's place will not be filled within a period of two years, unless the released faculty member has been offered reappointment and has declined.

Termination for cause of a tenure appointment, or the dismissal for cause of a faculty member prior to the expiration of a term appointment, shall not be made without the knowledge of the Faculty Personnel Committee. In all cases the faculty member subject to dismissal shall be provided with a written statement from the President or the Dean indicating the reasons for the desire to terminate his services. The faculty member in question shall have the right to a hearing without undue delay before the Faculty Personnel Committee. He shall be allowed to have with him an adviser of his own choosing who may act as counsel. On request of either party, a full stenographic record of the hearing shall be made. After full consideration, the Faculty Personnel Committee will make its recommendations to the Administration; the President will report his decision to the Board of Trustees for ratification.

SECTION 10. SALARY SCALE

The salary range for 1969-70 was as follows (for fringe benefits, see below):

Instructor:	$6,000- 8,500
Assistant Professor:	$7,000-11,500
Associate Professor:	$7,000-13,500
Professor:	$9,500-17,000

Salary and fringe benefits together constitute "compensation," which is the basis for the national report of the AAUP. The 1968-69 compensation at Centenary, according to the AAUP grading standard, read as follows:

Professor	Associate	Assistant	Instructor	Aver. Comp. (all)
C	C	B	B	$10,896*

(*Includes $915 in fringe benefits)

SECTION 11. PROMOTIONS AND RAISES

Rank at time of appointment is dependent upon degrees or equivalents and experience in college teaching. In determining eligibility for promotion and raises, primary consideration is given to the following criteria: (1) effectiveness in teaching; (2) command of the special field as evidenced by advanced degrees; (3) continued scholarly growth as evidenced through such things as research, publications, and professional participation; (4) effectiveness in individual service to students (such as counseling and extra-curricular supervision); (5) responsibility in bearing a fair share of the general work of the College in addition to regular teaching load; (6) public service.

In general a terminal degree is considered necessary for one to become an associate professor, and a terminal degree and/or outstanding leadership in and contributions to one's field are necessary for one to become a professor. Length of time in service or rank does not necessarily lead to a raise in salary or to promotion.

The President of the College, with the counsel and recommendations of the Dean, the Faculty Personnel Committee, and department chairmen, recommends advances in rank to the Board of Trustees for action.

SECTION 12. RETIREMENT

Tenure at Centenary is discontinued with the beginning of the academic year following a faculty member's sixty-fifth birthday. Under unusual circumstances extension of services beyond this age on a year-to-year basis may be allowed. All such cases will be considered by the Faculty Personnel Committee. The Committee will make its recommendations to the President, who will report his decision to the Committee and the Board of Trustees.

Persons whose services are extended after age 65 on a year-to-year basis shall not be eligible to hold a position as department chairman. Exception to this rule may be approved by the Faculty Personnel Committee and the College Administration only in very unusual circumstances.

A person who is already beyond 65 and on an annual contract shall be notified of termination of employment according to the procedures established for "honorably retired faculty members of other institutions" (See Section 9, Contracts and Tenure).

SECTION 13. PROFESSIONAL DEVELOPMENT

A. LEAVES OF ABSENCE

Leaves of absence may be requested by faculty members through the department chairmen to the President for specified periods of time. Such leaves should be requested before March 1. If granted, leaves of absence are ordinarily for one year; any extension must be requested in writing by March 1, and may be granted at the discretion of the Administration and the department. Time spent on leave shall not be counted as meeting tenure requirements. Terms of the leave shall be specified in a letter from the President to the faculty member, with copies to the Dean of the College, the department chairman, and the Faculty Personnel Committee.

The College is actively seeking means of setting up a regular sabbatical leave program, and donors have agreed to set up a special endowment fund for this purpose, as well as for the support of Summer Study Grants (see below). As soon as arrangements for the use of this fund are completed, announcements will be made to the Faculty.

B. SUMMER STUDY GRANTS

Limited funds have been available for the past few years for grants to the Faculty to assist them with the expenses of research during the summer months. The grants are made by the President of the College on recommendation of a faculty committee, and have ranged from $100 to upwards of $1,000 for specific projects. Under some circumstances the grants are made for advanced degree work, but in general they are intended for postdoctoral projects for professional development. Publication of results is not required, but a report on the use of the funds granted is due the Dean of the College by October 1 following the grant. Application for one of these grants should be made to the Dean no later than April 1. Another grant, administered under the same rules, is known as the Hemenway Award, and is currently worth $900.

C. FACULTY TRAVEL

The College believes that attendance at professional meetings is a vital means of keeping abreast with developments in the learned disciplines, and provides funds within the limits of its resources to assist members of the Faculty to meet the expenses of such travel. The principal appropriation of such funds is administered through the academic divisions; a faculty member should make application to his divisional chairman. Some additional funds for specific purposes (e.g., meetings at which a faculty member presents a paper or serves as an officer of a professional association, etc.) are available on application to the Dean of the College. Chairmen of departments may also make use of funds available for the expense of interviews for attendance at meetings where interviews with prospective faculty members are scheduled.

D. JOINT RESEARCH OPPORTUNITIES

The College is a member of the Southern College University Union, Inc., together with Hendrix, Millsaps, Birmingham-Southern, Southwestern at Memphis, University of the South (Sewanee), Emory and Henry, Centre College of Kentucky, Fisk University, and Vanderbilt University. Through arrangements with the Oak Ridge Associated Universities, and through other cooperative agreements, faculty members may engage in joint research projects with members of these other faculties, part of the expenses of which are jointly borne. Information about such opportunities is available from the Dean of the College.

SECTION 14. FACULTY BENEFITS PROGRAM

A. GROUP INSURANCE. (Booklets describing the plan more fully are available from the Business Office; faculty members must either join the plan or sign a waiver indicating that they do not wish to do so.)

1. LIFE INSURANCE.
Professors, associate professors, and assistant professors have coverage in the amount of $5,000; instructors have coverage in the amount of $2,000. (For premiums, see below.)

Employee contributions go to the purchase of Paid-Up Insurance; the dollars the faculty member contributes toward the cost of the Group Life plan remain permanently his. These dollars will be returnable to him in an amount at least equal to the total amount of his contributions should he terminate employment for any reason.

2. HOSPITALIZATION INSURANCE.

a. Type of Benefit.

Hospital Room and Board	
Employee	$ 20.00
Dependent	20.00
Maximum per Disability	
Employee	2,400.00
Dependent	2,400.00
Other Hospital Charges	
Employee	400.00
Dependent	400.00
Surgical Schedule Maximum	450.00
Anesthesia	90.00
Ambulance	30.00
In-Hospital Physicians	
Per Day	5.00
Maximum	600.00
Maternity:	
Normal Delivery: Employee	250.00
Dependent	250.00
Major Medical Expense	
Maximum	20,000.00
Calendar Year Deductible	100.00
Rate of Co-Insurance	80%
Automatic Annual Restoration	1,000.00
Family Limit on Deductible	200.00

b. Definition of Dependent: Spouse and unmarried children 14 days to 19 years, 23 if regularly attending school. Also from birth for certain illnesses.

3. LONG-TERM DISABILITY INSURANCE.
All full-time faculty members under age 65 are covered for long-term disability benefits. The College provides the entire premium cost. Complete details may be obtained at the Business Office.

4. Premiums* (The faculty member's share of the premium for group insurance is deducted each month from his pay check.)

PREMIUMS*

Class			Employee Without Dependents			Employee With One Dependent			Employee With Two or More Dependents		
			Group Life Insurance	Other Insurance**	Total Contribution	Group Life Insurance	Other Insurance**	Total Contribution	Group Life Insurance	Other Insurance**	Total Contribution
Prof. Assoc. P. Asst. P.	1.	Individual's Contribution	$ 6.50 Mo.	$4.50 Mo.	$11.00 Mo.	$ 6.50 Mo.	$ 9.85 Mo.	$16.35 Mo.	$ 6.50 Mo.	$14.01 Mo.	$20.51 Mo.
		College's Contribution	3.77	5.03	8.80	3.77	11.95	15.72	3.77	16.14	19.91
			$10.27	$9.53	$19.80	$10.27	$21.80	$32.07	$10.27	$30.15	$40.42
Instructor	2.	Individual's Contribution	2.60 Mo.	4.20 Mo.	6.80 Mo.	2.60 Mo.	9.55 Mo.	12.15 Mo.	2.60 Mo.	13.71 Mo.	16.31 Mo.
		College's Contribution	1.51	5.06	6.57	1.51	11.98	13.49	1.51	16.17	17.68
			$ 4.11	$9.26	$13.37	$ 4.11	$21.53	$25.64	$ 4.11	$29.88	$33.99

*The Faculty member must notify the Business Office when he moves from one dependent class to another; failure to do so may mean that full coverage has not been extended.

**Excluding long-term disability, which the College pays in full.

B. RETIREMENT PROGRAM:

1. Teachers Insurance and Annuity Association

A retirement plan for faculty members is provided by the College through the organization known as Teachers Insurance and Annuity Association (TIAA). TIAA is a legal reserve life insurance company organized by the Carnegie Foundation to issue annuities and life insurance especially designed for employees of colleges and universities. All full-time faculty members are eligible to participate in the TIAA retirement program after completing the first year of teaching. During the second and third year of teaching, participation in the program is optional with the faculty member. After three years of service the faculty member is required to participate. To participate, each employee contributes 5% of his gross earnings through a tax-sheltered payroll deduction plan. The College pays a like amount so that a total of 10% of gross earnings is paid for the purchase of an annuity contract for the employee.

According to the desires of the individual faculty member, ¼, ⅓, ½, or ¾ of the total payments may be placed in CREF (College Retirement Equities Fund), where they are invested in common stock, rather than in TIAA, where they are invested mainly in bonds and mortgages. The portion placed in TIAA will provide a guaranteed fixed-dollar annuity; the portion (if any) placed in CREF will provide a variable annuity based on the performance of common stock. The annuity contract is the sole property of the employee, including the portion purchased by the contribution of the College, but can be drawn only at retirement or in case of death.

Benefits of the plan are dependent upon age and amounts contributed and will therefore vary in each individual case. Information concerning the computation of benefits and other details can be found in TIAA publications available at the Business Office of the College.

C. TUITION SCHOLARSHIPS:

Tuition remission for dependents of full-time faculty members is made available by the College. In case of death of a full-time faculty member in the employment of the College, the same benefit will be available for his surviving dependents. Tuition remission is not continued if the dependent does not maintain the usual minimum grade point average for scholarship recipients. The same benefits apply to dependents of faculty members who are disabled.

D. SOCIAL SECURITY

In addition to TIAA, all employees of the College, except ministers, are covered under the

Federal Insurance Contributions Act (Social Security). Payment is made by the employee through deductions from each paycheck. In addition, the College, as employer, pays an equal amount for credit to the employee's social security account.

SECTION 15. THE FACULTY AND THE HONOR SYSTEM

Each faculty member is expected to become familiar with the details of the Honor Code of Centenary College. The Honor Court, or the faculty adviser to the Honor Court, will provide new faculty members with details as to the specific operation of the Code.

Faculty members are expected to inform each of their classes at the beginning of each semester as to what the implications of the Code are for each particular class. Conceivably, principles of documentation and plagiarism and regulations as to who may proofread papers and how texts may be used in open book tests may vary from course to course. Faculty members are urged to specify what these variables are.

In a college like Centenary, where a commitment to moral values joins with a dedication to scholarly integrity, the Honor System provides not just a freedom from proctoring but a positive opportunity for personal growth. The faculty member should at all times stress, for himself and his students, that the Honor System is therefore a means towards the realization of the purposes of the College.

If a faculty member detects what he believes to be a violation of the Honor Code, he is expected to inform a member of the Court or its faculty adviser of the possible infraction. He should also retain all evidence of significance for the case, turning it over to the Court upon request. In cases reported by students, the Court may require from a faculty member certain materials to be used in evidence. The faculty member then abides by the decision of the Court.

SECTION 16. THE FACULTY AND THE LIBRARY

A. FACULTY USE OF THE LIBRARY

1. To Borrow Books. Faculty members may borrow regular circulating books for unlimited periods of time, but should return them as promptly as possible so that others may use them. The Library may occasionally ask that a book be returned at once to satisfy a specific request for that book. The Library will also provide each faculty member with a list of books charged out in his name at the end of the semester and will request that those no longer in use be returned.

   Faculty members are expected to observe the time limits set for the circulation of reserve books. Normally, reference books, periodicals,

records, and Cline Room materials do not circulate, but arrangements can be made for the temporary classroom use of these items.

2. Use of the Library by Dependents. Unlimited borrowing privileges apply only to faculty and staff members. Husbands or wives, children, and other members of the immediate families of the faculty may borrow books without charge but subject to the same rules that apply to Centenary students.

3. Children's Books. The Children's Book Collection is a special collection designed not for use by children but for study and research and for the specific needs of students who are studying children's literature. Books for small children should be borrowed from local school or public libraries.

4. Interlibrary Loans. The Circulation Department will borrow books by interlibrary loan for faculty members who plan to use them for study and research or to assist honors students. According to the Interlibrary Loan Code, this service does not extend to faculty families or to other students. Failure to cooperate in this matter can lead to the Library's loss of interlibrary loan privileges.

5. Copy Service. The Library maintains a mechanical copying service for the Faculty, students, and library guests. There are no faculty discounts, since the machine operates on a self-supporting cost basis. The charge is ten cents per page.

6. Reference Service. The Library staff assists faculty members with reference problems, the selection of books and periodicals to meet their needs, and the preparation of book lists for classes.

7. Library Tours. On request, the Library staff conducts tours of the building for classes and other small groups. These tours can be of a general nature, or they can be tailored to meet the needs or interests of each group.

8. Special Facilities. The Seminar Room on the second floor offers a pleasant setting for occasional meetings of library-oriented classes and extra-curricular discussion groups. Seating capacity is approximately 15. The Music Listening Room is available for class groups to hear music and dramatic recordings. Seating capacity is approximately 35. Reservations and plans to use these rooms for occasional sessions or a series of meetings should be cleared with the Head Librarian or the Library Secretary.

9. Faculty Study. This room is located in the northwest corner of the main floor of the

library building. Smoking is permitted, and faculty members may use the room at any time when the library is open. In the event that one of the occasional meetings held in the Faculty Study conflicts with study plans, the Head Librarian or the Library Secretary can assist the faculty member in finding a place where he may study undisturbed.

B. BOOK AND PERIODICAL ORDERS BY FACULTY

1. General Policy

The Head Librarian and the Faculty Library Committee divide the book budget between the general fund administered by the Library and the allotments assigned to the various academic departments. These allotments may be used for the purchase of periodicals and other library materials as well as for books.

Since each department administers its allotment independently, faculty members should inform themselves about departmental policy for ordering books and periodicals.

In formulating departmental policy, care should be taken that the full range of departmental personnel and needs are considered, so that no member of the Faculty is excluded from purchase privileges. A practical way of avoiding unilateral or arbitrary ordering and of assuring all faculty members some purchase privileges is to have departments of size set up a library committee; small departments may constitute a committee of the whole.

This departmental library committee should develop, subject to departmental and library approval, guidelines governing the spending of the budget provided the department. It should set up a system of priorities based on (a) the number of faculty members in the department; (b) the optimum use of the funds in the purchase of materials for the use of departmental students; and (c) such other criteria as the individual department deems appropriate to its particular position. Each department should provide the Library with a statement of the department's ordering procedures.

2. Book Ordering Procedures

The manner of submitting orders is flexible. The faculty member may send book lists, publishers' blurbs, cards, or similar materials to the Library, indicating that the item is an order approved by the departmental chairman, the faculty member designated to approve orders, or the departmental library committee. Departments should avoid building too large a backlog of book orders in anticipation of a new fiscal year by reviewing such backlogs at

appropriate times. All orders should be signed and dated.

All book orders on the current budget must be submitted to the Library by February 1 of each year so that the books may be ordered, received, and paid for before the end of the fiscal year on May 31. After February 1, book requests may be submitted for spring ordering with payment on the budget for the following year.

The Faculty should anticipate book needs as far in advance as possible, since it normally takes from two to three months to place a book on the shelves.

In cases of urgent need, books may be ordered "RUSH." The special handling required is expensive and delays the cataloguing of other books, but when the need is urgent, the Library will do everything it can to make the desired book available as soon as possible.

The Faculty should also advise the Head Librarian of any book needs that cannot be provided through the departmental book budgets. Suggestions for the purchase of books by author, title, or subject area are welcome, and every effort will be made to meet special needs or to fill gaps in the collection.

3. Periodical Subscriptions

Periodicals related to specific subjects are usually charged to the book budget of the requesting department. The Head Librarian, however, will always consider requests for new periodicals of a general nature. The final decision to order is normally based on the availability of funds, the need for the magazine, shelf space, and the cost of binding; and on whether the magazine is indexed in one of the periodical indexes to which the Library subscribes.

SECTION 17. FACULTY CLUB (CONSTITUTION)

A. THE CENTENARY COLLEGE FACULTY CLUB HAS THE FOLLOWING PURPOSES:

1. To extend in the name of the membership of the Club expressions of sympathy, gifts, or remembrances, by sending flowers on the occasion of the death of a College employee, his parents, his spouse, or his child; cards in cases of illness or other bereavements involving College employees; gifts upon the marriage of College employees or their children; and cards for the recognition of achievements and honors conferred upon College employees.

2. To maintain a room for the informal daily social life of Club members.

3. To provide group social activities for faculty members and faculty families as the occasion arises.

B. MEMBERSHIP.

1. Faculty members with a full teaching load and full-time College personnel with academic rank are expected to maintain membership by paying dues.

2. All part-time and evening division faculty members may become members.

3. The administrative officers of the College holding the following titles as listed in the College catalog may be members: President, Dean of the College, Comptroller, Assistant Comptroller, Director of Development and College Relations, Director of Public Information, Registrar, Director of the Evening Division, Dean of Students, Dean of Women, Director of Church and Alumni Relations, Director of Admissions, and College Chaplain.

C. USE OF THE SEMON LOUNGE.

1. The Faculty Lounge is intended exclusively for the use of members and their occasional guests. No students will be allowed in the lounge under any circumstances.

2. No group meetings other than official Faculty functions will be held in the Faculty Lounge. However, the Lounge may be used to entertain faculty members of other institutions in attendance at College-related activities directed by a Club member, provided such use has the formal approval of the Executive Committee of the Club. Each year a meeting of the Centenary Dames Club may be held in the Lounge when that organization is being entertained by faculty women who are members of the Faculty Club.

D. The officers of the Faculty Club—President, Vice-President, Secretary-Treasurer—shall form the Executive Committee of the Club. They will be elected for a term of one year at the last meeting of the Faculty Club in the spring.

E. Amendments may be made to the Faculty Club Constitution by a majority vote of Club members present at a scheduled meeting.

SECTION 18. MISCELLANEOUS INFORMATION

1. A parking system applies to all vehicles that are used on campus; a fee is charged. Information is available from the Business Office.

2. Secretarial assistance is available from the Faculty Secretary, whose office is in the Student Union Building.

3. Roll books are available from the Faculty Secretary.

4. Some College-owned housing is available to faculty members; for all new rentals subsequent to September, 1969, the College may set a time limit on occupancy.

5. A Federal Credit Union is open to faculty members.

6. There is a 10% discount available to full-time faculty members on any item purchased in the College Bookstore.

7. Long-distance phone calls on official College business may be made after the faculty member has gotten the approval of his departmental chairman; after the call is completed it must be reported to the switchboard operator.

8. Postage for official College mail may be obtained if the faculty member deposits the mail in the "off campus" slot at the College post office.

9. Faculty members receive two complimentary tickets to productions in the playhouse that are produced by the Theatre/Speech Department, to concerts and lectures sponsored by the committee of that name, and to basketball games; they are also admitted to student-sponsored Forums programs upon showing their identification cards.

10. There is no grade curve set by the College; however, all faculty members are expected to be familiar with the Catalogue's statement on letter grades and their meaning, and to be aware of what constitutes a normal curve of grade distribution.

AN EQUAL EDUCATIONAL
OPPORTUNITY INSTITUTION

CENTENARY COLLEGE OF LOUISIANA
Shreveport, Louisiana 71104